

Background  
for your  
Williamson's  
meeting

Memo on proposed  
unfurnished

- new files, apt mock up
- panel discussion - ideas  
Personnel Meeting
- vacancy notice

1. Review Chart

especially -- status of cross directorate rotations

2. Performance Evaluation Study -- EAG Meeting on Tuesday

3. Uniform Promotion System

General Precepts

Directorate Precepts

Sub-Career Group Precepts

4. Alien Marriage Panel

Agency Notice

Final Guidelines

5. Vacancy Notices

6. Makeup of Panels

Promotion criteria  
Composition - how are panels selected - who they know  
the person - uniform standards for how in grade? - 1

7. Grievance & Dissent -- EAG Meeting on Tuesday

Secretary got letter

8. Senior Assignments (from PDP) -- due Friday

send language existing  
to Carlucci

shld there be criteria for not considering

(30 Sept)

- General ideas - what are  
deficiencies of system

Constructed with balance and some  
input outside the office

8 Sept 78

DCI/DDCI TASKS RE PERSONNEL PROGRAM

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
1. Establishing minimum promotion targets by grade by each Directorate:				
A. Guidance to Deputy Directors	Office of Personnel		29 Mar 78	
B. Preliminary development of promotion plans by Directorate	Deputy Directors	20 Apr 78	28 Apr 78	
C. Review of Directorate promotion plans	Office of Personnel	5 May 78	8 May 78	
D. Approval of plans	DCI/DDCI	12 May 78	5 Jul 78	D/Pers memorandum to Deputy Director's cited approval.
E. Publication of Directorate promotion schedule and targets by grade	Deputy Directors	26 May 78	Aug 78	Guidance memorandum for publication signed by D/Pers 19 July 1978.
2. Implementation of 3% selection-out policy:				
A. Notification of policy decision	DDCI		7 Apr 78	
B. Career Service implementing actions (establish Directorate Panels to review and make determination on each case)	Deputy Directors	28 Apr 78	Jul 78	All Career Services advise Panel or Boards named.
3. Cross-Directorate rotations:				
A. Notification to Deputy Directors of requirements	DDCI	28 Apr 78	18 May 78	

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B. Identification by Deputy Directors of target positions	Deputy Directors	8 May 78	8 Sep 78	As of 15 July, NFAC missing 2 job descriptions. DDO provided none. E Service did not identify specific jobs--merely noted large number of rotational assignments. New completion dates based on assumption missing information will be received by 21 July: need week to process.
C. Identification of candidates by Directorate	Deputy Directors	28 Aug 78 <i>hemo - For on else DDCI</i>		Last of the Deputy Director (DDO) position listings received on 8 September 1978.  Target position listings will be compiled and forwarded to all Deputy Directors for identification of candidates.
D. Matching of candidates against positions	Office of Personnel	28 Sep 78 <i>15 Oct</i>		
4. Personnel Development Plan:				
A. Preparation of analytical comments on Directorate PDP's for DDCI	Office of Personnel	24 Apr 78	24 Apr 78	
B. Schedule meetings of DDCI and the Deputy Directors	DDCI		20 Jul 78	DDO, DDS&T, and DDA - June 78; NFAC - 14 Jul 78; and E Service - 20 Jul 78
5. Performance Evaluation Study:				
A. Interim report to DDCI	Office of Personnel	12 Apr 78	12 Apr 78	
B. Final study Task Force Report to DDCI	Office of Personnel	24 Apr 78	3 May 78	DDCI requesting Career Service Management review and comments.
C. Deputy Director's comments on Task Force Report	Deputy Directors	15 Aug 78	7 Sep 78	Last Deputy Director report received in OP on 7 September 1978.
D. Collation of Deputy Director's comments on Task Force Report	Office of Personnel (Plans & Control)	10 Oct 78		

FAG Tues.

DDO substantial - will opt. longer. more narrative - more guidance

Task	Responsibility	Due Date	Completed	Remarks
6. Implementation Uniform Promotion System:				
A. Approval of semi-annual option and new Fitness Report schedule	DDCI		3 Jul 78	Paper proposed by OP. Approved by DDCI 12 July 1978.
B. Advise Career Services of Item A	Office of Personnel (Plans & Control)		27 Jul 78	
C. Career Services to advise OP of promotion schedule options selected	Deputy Directors.	Not specified	6 Sep 78	Item B memorandum requested Career Services to advise OP of promotion schedules elected. Advised this now being done.
D. Recommendation for supergrade promotion schedule	Office of Personnel (Plans & Control)	26 Jul 78	28 Jul 78	Forwarded to DDCI 28 July 1978.
E. Approval of supergrade promotion schedule	DDCI		2 Aug 78	
F. Advise Deputy Directors of Item E	Office of Personnel (Plans & Control)	15 Aug 78	10 Aug 78	
G. Publish summary of elements of System	Office of Personnel (Plans & Control)		21 Aug 78	This is a paper proposed by Plans & Control, OP to summarize the various elements of the system. Determined [redacted] most appropriate vehicle. Forwarded to RCB 21 August 1978.
7. Alien Marriage Policy Review				
A. Career Service Suggested Criteria	Deputy Directors and Office of Security		19 Jul 78 (NFAC last report received)	EAG request for input to OP for a recommendation
B. Office of Personnel recommendation	Office of Personnel (Plans & Control)	23 Jul 78	26 Jul 78	OP recommendation completed in draft.
C. All proposals to Panel and DDCI	Office of Personnel (Plans & Control)		27 Jul 78	Items A and B material sent to Panel and DDCI.
D. Discussion on policy	DDCI or EAG			Pending

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8. Certificates of Promotion:				
A. Design and print Certificates	Office of Personnel (Special Programs)		Jun 78	First ones presented to Supergrade Promotees - July 1978.
B. Advise employees of program	Office of Personnel (Plans & Control)	15 Aug 78	31 Jul 78	Draft of Notice sent to RCB by Deputy Director for Administration.
C. Develop procedure for issuing Certificates	Office of Personnel (Plans & Control)	15 Aug 78	15 Aug 78	
D. Publish an Office of Personnel Memorandum (OPM)	Office of Personnel (Plans & Control)			Draft OPM has been prepared. <i>Do we have now SG's back.</i>
9. Review of procedures for allocating supergrade allowances:	Office of Personnel (per DDCI memo of 12 Jun)	Not specified	31 Jul 78	Approved by DDCI 4 August 1978. Notification memorandum of decision from D/Pers to Deputy Directors 14 August 1978.
STAT A. Revision of <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span>	Office of Personnel (Plans and Control)			Revision with DDCI policy approval. Draft in process.
10. Preparation of brochure on personnel policies and procedures for distribution to employees.	Office of Personnel (Plans & Control)	15 Aug 78 for rough draft	15 Aug 78	On schedule. Plans for printing are being prepared.
11. Liaison with OLC on Civil Service Reform.	Office of Personnel	As required		Notes on contingency planning are being prepared against event Agency will have to comply with portions of the Bill.
12. Comments on NFAC/MAG proposal for an NFAC Intelligence Specialist Corps.	Office of Personnel	None	31 Jul 78	
13. Report for DDCI on use of Flexitime in CIA.	Office of Personnel	None	1 Sep 78	

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<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
14. Comments to DDCI on Vacancy Notice Policy.	Office of Personnel	15 Sep 78		
15. Review and Comments on IG proposals for revision of Agency Grievance Procedures.	Office of Personnel	15 Sep 78		
16. Review and comments on OMB proposed guidelines for conducting Matching Programs.	Office of Personnel	8 Sep 78	6 Sep 78	
17. DCI request to DDA for comments on list of suggestions from Congressional Women's Caucus and Director Federal Women's Program.	Office of Personnel	13 Sep 78	12 Sept 78	

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Other DCI/DDCI Level Tasks (Without Interrelated Actions)

<u>Task</u>	<u>Responsibility</u>	<u>Completion Due Date</u>	<u>Completed</u>	<u>Remarks</u>
1. Recruitment and Guidance Procedures	OP/R&P and P&C	21 July	21 July	2 Papers prepared by R&P and P&C for DCI
2. Applicant Processing Time (DCI)	DDA			
OP report to DDA	R&P	25 July	25 July	
3. Suggestion from Congressional Women's Caucus	OP(R&P)	28 July	3 August	DCI request for response to Caucus question

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